



**DUBLIN**  
CALIFORNIA

INVITES YOUR INTEREST IN THE POSITION OF

**PARKS & COMMUNITY SERVICES DIRECTOR**



## MISSION STATEMENT

The City of Dublin promotes and supports a high quality of life, ensures a safe and secure environment, and fosters new opportunities.



## THE COMMUNITY

Strategically located in the Tri-Valley region of Alameda County, the City of Dublin (population 57,043) is approximately 35 miles southeast of San Francisco. Sitting at the crossroads of Interstate 580 and 680, and served by two BART stations, Dublin provides convenient access to the entire Bay Area. The City has consistently been one of the fastest growing cities in the state for the past several years, and is projected to have a total population of approximately 76,000 at build-out.

Incorporated in 1982, Dublin is now 14.59 square miles in size. The Tri-Valley region is known for its mild climate and for attractions including wineries, shopping, restaurants, and public and private golf courses. The greater East Bay region is also home to numerous large corporations and close to several major universities including the University of California, Berkeley, and California State University, East Bay, as well as many community colleges.

Attractive housing options, a low crime rate, exceptional schools, outstanding recreational facilities, a diverse population, and a wide variety of amenities make this City "The New American Backyard." Dublin offers an excellent quality of life for residents of all ages and is known for being one of the most family-friendly communities in the Bay Area. The City hosts over a dozen festivals and special events each year and has 19 parks, two dog parks, and two designated areas of open space, all contributing to the community's enviable quality of life.

## CITY GOVERNMENT

The City of Dublin is a general law city operating under the Council/Manager form of government. The City Council consists of the Mayor and four Councilmembers, all elected at large to overlapping terms. Along with appointing the City Manager and City Attorney, the City Council enacts legislation, establishes policies, and provides guidance and direction for actions affecting Dublin's quality of life.

In addition to Parks and Community Services, City departments include the City Manager's Office (City Clerk, Human Resources, and Economic Development), Administrative Services, Community Development, and Public Works. Dublin contracts with Alameda County for police and fire services. The City has a FY 2017-18 General Fund budget of \$77 million and a Capital Improvement Budget of \$79 million. Dublin maintains healthy fiscal reserves. The organization is supported by approximately 95 full-time staff and supplemented by an additional 148 individuals who provide services contractually.

## THE DEPARTMENT

The Parks and Community Services Director manages a budget of \$10.1 million, supervises 25.1 FTEs, and is responsible for an array of programs and activities in support of the City's goal to build community. The offerings of the department include year-round activities for youth, including sports and swim programs, after-school recreation, and summer camps. The Dublin Senior Center provides a variety of classes and activities to engage the mind, body, and spirit, and the pre-school program serves the City's youngest residents. Playing a significant role in the community, the Heritage and Cultural Arts division coordinates programs and facilities relating to the historical preservation, art, and culture in Dublin. This division also supports the Heritage and Cultural Arts Commission, Dublin Heritage Park and Museums (a 10-acre park with historic buildings, a historic cemetery and picnic areas), as well as the Dublin Camp Parks Military History Center located at the entrance to Camp Parks Reserve Forces Training Area. The programs offered by the Department take place in one of many neighborhood and community parks, sports fields, facilities and open space areas. The City boasts some popular community facilities, which are also available for rent, including the newest facility, The Wave (a 31,000-square-foot aquatic center anchored by an indoor pool and waterpark elements opened by the City last year), the Civic Center, the Dublin Library (with two community spaces), and the much sought-after Shannon Community Center. In addition, Departmental staff acts as the liaison for the Parks and Community Services Commission.





## THE IDEAL CANDIDATE

The City is seeking a polished professional who thrives in a fast-paced environment with a robust focus on delivering results. He/she will have a proven performance record in managing significant departmental priorities and recreational activities for a community that values, and expects, a high quality of life. The Director will be a strategic thinker, a visionary with the ability to execute plans that achieve the City's objectives of developing programs designed to bring all segments of the Dublin community together. As a result of the candidate's professionalism and expertise, this individual will exhibit extraordinary leadership skills that quickly gain him/her credibility with a number of stakeholder groups. Customer service and responsiveness to internal and external customers are values modeled and promoted by this individual. Innovative, yet pragmatic, the new Director will have the unique ability to elicit insights and information from residents and external agencies representing different interests and perspectives. Recognizing the importance of partnerships, he/she will encourage and guide collaboration to reach consensus, even when projects generate debate. The successful candidate will immerse him/herself in the community to understand the needs of Dublin citizens, both for the present as well as the future. The person selected as the next Director must be genuine and caring yet have the fortitude to stand firm and exercise diplomacy in explaining decisions that may not always be popular.

An outstanding communicator, the Director will have the reputation of a person who enjoys interacting with an engaged public and working as a team member with colleagues at the City. Adept at developing relationships, the candidate selected will demonstrate an ability to influence others, be an exceptional presenter, and be comfortable speaking before different groups – from Dublin residents at neighborhood gatherings to City Council meetings. A key responsibility for this Department Head is the ability to deliver skillfully prepared staff work that contributes to

collective decision-making in the best interest of the community, including agenda reports and well-crafted presentations based on solid research and data. Results-oriented, the next Director will also be keenly aware of emerging trends in the field of leisure services, yet practical in ensuring that pioneering concepts are translated into realistic action plans.

Drawing from relevant experience that is both deep and broad, the ideal candidate will be highly proficient in managing departmental responsibilities such as monitoring the budget and oversight of day-to-day operations. This individual will capitalize on the strengths of the Department and lead it to the next level of excellence. An advocate for staff development and inclusive by nature, this leader will inspire employees to seek greater efficiencies and continuously improve the Department. The new Director will establish a work environment where employees are professionally challenged, take pride in their work, and enjoy their role of enhancing and improving programs valued by the community.

Projects on the horizon for the new Director are updates to several of the City's guiding documents – these include Master Plans for Fallon Sports Park, Parks and Recreation, Public Art, Heritage Park and Cemetery, and Cultural Arts. This Department Head will also play an integral role in the development of the third and final phase of Fallon Sports Park to address the community's changing sports field needs. Working in close collaboration with other City Department Heads, the Director will continue the effort to ensure the efficient operation of The Wave.

A combination of education and experience for this position include a Bachelor's degree in recreation, human development or a related field, plus five years of progressively responsible experience, with at least three years in a supervisory capacity. A Master's degree is preferred.





## COMPENSATION AND BENEFITS

The City provides an attractive compensation package that includes the competitive salary range of \$167,832 to \$209,760 annually. A 3% Cost of Living Adjustment (COLA) is planned for July 1, 2018, as part of the City's merit/pay-for-performance system. To complete the attractive management compensation package, other benefits include:

**Retirement** – CalPERS, 2.7% @ 55; Single Highest Year. Classic CalPERS members pay member contributions plus 7% towards employee cost sharing for this benefit formula. New CalPERS members (effective 1/1/13) have a benefit formula of 2.0% @ 62 with Three-Year Final Average Compensation. New CalPERS members pay member contributions plus 3.05% toward employee cost sharing.

The selected Candidate will receive a comprehensive new-hire orientation that will include a personal summary of City Benefits.

**General Leave** – 24 days per year of general leave in lieu of traditional sick and vacation leave, increasing with longevity.

**Civic Service Leave** – Four hours of leave granted per fiscal year for volunteer work of employees' choice.

**Medical Insurance** – Choice of numerous medical plans through CalPERS; City provides up to \$1,780 per month, adjustment provided annually.

**Retiree Medical** – Post-retirement medical benefits provided under Government Code Section 22892(b) as established by the Public Employees' Medical and Hospital Care Act (PEMHCA) through CalPERS; PEMHCA minimum.

**Dental Plan** – City-paid Delta Dental (DPO) benefits for employee and dependents (coverage is \$2,500 per enrollee per year).

**Vision Plan** – City-paid Single Choice Plan B (VSP) benefits for employee. Optional employee-paid dependents coverage program.

**Health Reimbursement Arrangement/Flexible Spending Account/IRS Section 125 Plan** – City provides \$900 per calendar year for excess medical, dental, and vision care costs.

**Life Insurance/AD&D** – City-paid \$50,000 term life insurance policy, with optional employee-paid supplemental life purchase program.

**Long Term Disability** – City-paid premiums with benefit up to \$12,500 of monthly earnings.

**Employee Assistance Program** – City-paid premiums; benefits include work-life balance employee assistance program and worldwide emergency travel assistance services.

**Administrative Leave** – Designated Management staff receive 64 hours of administrative leave annually with option of an annual payout of up to one-half that amount with approval.

**Car Allowance** – \$190 per month.

**Paid Holidays** – 13 paid holidays annually, including eight hours of floating holiday.

**Education Reimbursement** – 75% reimbursement, up to \$1,400 annually.

In addition to the above benefits, the City offers voluntary participation in the following programs:

- Short-Term Disability
- ICMA 457/401(a) – Deferred Compensation Programs
- Supplemental Life for self, spouse, and dependent children
- Dependent Care Spending Plan



## APPLICATION & SELECTION PROCESS

The closing date for this recruitment is midnight, **Sunday, April 22, 2018**. To be considered for this opportunity, upload cover letter, resume and a list of six professional references using the "Apply Now" feature at [www.tbcrecruiting.com](http://www.tbcrecruiting.com).



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Following the closing date, resumes will be screened in relation to the criteria articulated in this brochure. Applicants with the most relevant qualifications will immediately be granted preliminary interviews by the recruiters. Candidates deemed to be the best qualified will be expected to participate in panel interviews in **second half of May 2018**. A selection is anticipated in **early June 2018** following the completion of extensive background and reference checks and compensation negotiations. Please note that references will not be contacted until the end of the process and, at that time, will be done so in close coordination with the candidate impacted.